Internship in the Residence of the Ambassador of Switzerland

The Embassy of Switzerland is currently offering a full-time (40 hours per week) internship in the Residence of the Ambassador. This position envisions a student/graduate from a university of applied sciences who will work with the Ambassador's Social Secretary and the Manager of the Residence of the Ambassador to ensure that events, invitations and receptions are professionally managed at a diplomatic level. This internship is for a 6-month period, from **March 1st – August 31, 2027. The remuneration for this position is USD 3,600 per month (gross salary).**

Duties and responsibilities:

- support the Ambassador's Office with administrative tasks related to events, including, but not limited to, post-event accounting, event summary sheets, materiel purchasing and inventorying (as needed), and other duties as assigned
- assist the Social Secretary with day-to-day event operations, including scheduling, invitations, guest lists, guest communication, and event execution
- assist with management of the Residence wine cellar, including purchasing and inventorying
- assist with planning and executing, from start to finish, a minimum of three (3) events at the Residence under the supervision of the Social Secretary

Candidate should possess:

- a general interest in event management and international affairs;
- specific interest in aspects of diplomatic protocol, gastronomy and network development;
- an ability to quickly grasp new concepts and orientate oneself in unfamiliar areas;
- an ability to communicate professionally by various means (email, phone, in person);
- a desire to develop existing networks and to tailor contact lists based on events and public diplomacy topics
- organizational skills for planning and attending functions and events.

Candidate must:

- be a Swiss citizen, or be a non-Swiss citizen with a valid work permit for the period of the internship;
- maintain their legal residence in Switzerland throughout the internship.
- possess good spoken communication skills in English;
- speak and write fluently German, French or Italian, with passive knowledge of at least one other official language;
- be enrolled in, or have completed, a university of applied sciences program in hotel and/or event management/tourism or relevant field;
- not have graduated more than one year before beginning internship;
- not have completed more than 12 months of cumulative internship experience in the Federal Administration since first graduating from a university or a university of applied sciences – including the 6 months of this internship in Washington.

All applicants must submit the following documents in one single PDF document – not to exceed 5 MB:

- curriculum vitae (in English)
- motivation letter (in English)
- diploma and / or transcript from current university
- any certificates of internship or employment

The Embassy of Switzerland offers internships in various departments, but **please apply to one announcement only**. In order to process your application in a timely manner, please write in the email subject line your "*LAST NAME, First Name, Internship in the Residence of the Ambassador"*. Please understand that due to the number of applicants **you will not be contacted by the Embassy** unless you have been selected for an interview. Any interviews will be conducted no later than 3 weeks after the submission deadlines stated above.

Send application package to: **washington.praktikant@eda.admin.ch**

Application Deadlines:
For the period from March 1st – August 31, 2027: **November 13, 2026**